

## MONTHLY LOG INSTRUCTIONS

### TYPE OF FACILITY (e.g., adult secure facility, juvenile detention facility)

Please also indicate if this is a collocated facility. A collocated facility is a juvenile facility located in the same building as an adult jail or lock-up, or is part of a related complex of buildings located on the same grounds.

### NO JUVENILES HELD

If no juveniles were held in your facility during the reporting period, please fill out the top portion of the form and check the box in the right hand corner of the form that says "No juveniles held during this reporting period."

### JAIL ID# AND/OR NAME OF JUVENILE

Identify each juvenile by the unique number you assign at the time of admission. This should be the same number used to identify the juvenile's record within the facility. If such a unique identifier does not exist, please provide the juvenile's name. If the same ID # is used for multiple juveniles please provide the juveniles' names.

### HOLD OVER FROM LAST MONTH

If the juvenile is a hold over from the previous month, please enter the juvenile's name/number and mark this column with a "Y", leaving the rest of the information blank until the juvenile is released at which time the remaining information should be completed.

### SEX

Please indicate the sex of the juvenile with an "M" for male and an "F" for female.

### RACE/ETHNICITY

First, please indicate the race of the juvenile in the space provided on the form by marking the appropriate box. Then, indicate whether the juvenile is of Hispanic origin by filling in the box with a "Y" or an "N".

### RESIDENCE

Please indicate the juvenile's legal residence at the time of admission by choosing either in-county, out- of- county, or out-of-state in the spaces provided on the form.

### AGE

Age of juvenile at time of admission.

### WAIVED

Please indicate whether the juvenile was waived into the adult system. (Note: If you are reporting data for a juvenile detention center, you may disregard this column.)

### DID THE JUVENILE VIOLATE A VALID COURT ORDER?

Please indicate if the juvenile is being held for violating a valid court order.

The term "valid court order", as defined by OJJDP, means a court order given by a juvenile court judge to a juvenile:

- (A) who was brought before the court and made subject to an order;
- (B) who received, before the issuance of such order, the full due process rights guaranteed to such juvenile by the Constitution of the United States;
- (C) with respect to whom an appropriate public agency (other than a court or law enforcement agency), before the issuance of such order--
  - (I) reviewed the behavior of such juvenile and the circumstances under which such juvenile was brought before the court and made subject to such order;
  - (II) determined the reasons for the behavior that caused such juvenile to be brought before the court and made subject to such order;
  - (III) determined that all dispositions (including treatment), other than placement in a secure detention facility or a secure correctional facility, have been exhausted or are clearly inappropriate; and
  - (IV) submitted to the court a written report stating the results of the review conducted under clause (I) and the determinations made under clauses (II) and (III).

### MOST SERIOUS OFFENSE

In the space provided on the form, please indicate the juvenile's most serious offense at the time of admission. If the juvenile is detained under a Valid Court Order please indicate the original underlying charge or offense in the "Most Serious Offense" column. Example: If the juvenile has violated a VCO please indicate "Y" in the appropriate column, and in the most serious offense column indicate the underlying offense.

### COUNTY #

Please indicate in the space provided the number of the county in which offense occurred (e.g., Hamilton = 29).

### LEGAL STATUS

Please indicate whether the juvenile, at the time of admission for this reporting period, has been adjudicated (e.g., pre-trial = juveniles who have not been adjudicated delinquent.)

### ADMISSION, INITIAL HEARING AND RELEASE INFORMATION

Please indicate the month, day and time of admission, initial hearing and release for each juvenile.

### CONFINEMENT

A non-secure setting is defined by the ability of the juvenile to depart from the facility of his/her own free will.

**Please Return to:**

**Indiana Criminal Justice Institute, Attn. Compliance Monitor, 302 W. Washington St., E209, Indianapolis, IN 46204**

**Feel free to contact ICJI at (317) 232-1229 or fax (317) 232-4979 with any questions concerning this form.**